

# Waldo County Emergency Management Agency



## Volunteer Staff Positions Guide

March 2007 Version



## **Waldo County Emergency Management Agency**

### **Volunteer Staff Positions Guide**

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#### Introduction

Welcome to the Waldo County Emergency Management Agency (EMA) Volunteer Staffing Positions program! We are seeking interested and qualified volunteers to serve their communities through the County Emergency Management program.

Waldo County residents with emergency management, firefighting, law enforcement, emergency medical services, medical, public health, military, communications, public relations and affairs, safety, geospatial information systems, planners, business managers, public administration, engineers and building inspectors are highly desired. Other interested residents will be considered. Retired professionals are highly encouraged.

Volunteering with the County EMA does require some regular involvement and commitment. Involvement may vary from a couple hours a week to as many hours as you are willing to put in. Training will be provided by the County EMA program. Some training will need to be accomplished during normal business hours and some courses may be offered outside of the County. Most of the training courses are offered online and may be accomplished at your convenience. Licenses and certifications may need to be completed by applicants prior to assignment to some positions.

These positions provide no compensation. It may be possible during Presidential Declared Disasters to reimburse for mileage. When called out for actual emergencies or disasters or while participating in training and exercise events, volunteers will be covered for Liability and Workers Compensation by the State of Maine.

The EMA Volunteer will be representing the County EMA. Dress and appearance must be presentable. Honest, helpful, friendly and courteous attitudes to other volunteers and the public are a must. Background checks may be completed on volunteers.

In the following pages, there is a list of positions with job summaries, a job application and detailed descriptions of the volunteer positions that the County EMA is seeking. If you are interested in joining, please complete the "*Application to Join and Participate in Emergency Management Forces & Activities*" form and send the form to the County EMA office for consideration.

The Waldo County EMA reserves the right to deny acceptance of any volunteer if staff positions are already filled, if the application is not fully completed correctly and truthfully, if a background check verifies any criminal history or if the volunteer is not qualified to fill the positions requested or if improper behavior is demonstrated.

Thank you for considering this volunteer opportunity!

# Waldo County Emergency Management Agency

## **Volunteer Staff Positions**

<b>Staff Position</b>	<b>Job Summary</b>
Assistant Director	Special Projects Attends meetings in place of Director
Incident Management Assistance Team Staff	Staff Incident Command System positions during a major incident
ARES/RACES Liaison Officer	Contact person for WCARA Manages the HAM Radio Room
ARES/RACES Team Staff	Operates HAM Radio Equipment in Radio Room, Comm Trailer and with Mobile Units
Search & Rescue Team Liaison Officer	Contact person for WCSAR Oversee the WCSAR Team
Public Information Officer	Writes and releases Press Releases Answers Media Requests Completes Photographic Documentation Updates County EMA Website
Emergency Planners <ul style="list-style-type: none"> <li>• Municipal EOPs</li> <li>• School Crisis Plans</li> <li>• Public Health Plans</li> <li>• COB Plans</li> </ul>	Assists Municipal EMDs with Local Disaster Plans Assists Schools with writing Crisis Plans Assists Clinics & Nursing Homes with Planning Assists Businesses with Continuity Planning
Mitigation Officer	Manages the Pre-Disaster Mitigation/Hazard Mitigation Grant programs Assists municipalities to become members of NFIP
GIS Technician	Updates GIS Mapping & Database products Operates HAZUS, Landview, Marplot & Aloha Analyzes Hazards and Vulnerabilities with GIS
Pet Shelter Coordinator	Establish a County Evacuation Pet Shelter Oversee Pet Shelter Staff
Pet Shelter Staff	Staff a County Evacuation Pet Shelter
Evacuation Shelter Coordinator	Acquire ARC shelter agreements and assessments Locate equipment and materials for shelters Recruit and schedule training for volunteers
Evacuation Shelter Staff	Staff County & Municipal Evacuation Shelters
Special Needs/Congregate Care Shelter Coordinator	Develop shelter use agreements Locate equipment and materials for shelters Recruit and schedule training for volunteers
Damage Assessment & Reconnaissance Team	Assesses Public and Private damages following an Incident/Event Documents and estimates damages
Feeding Specialist	Provides meals and refreshments to emergency workers
Supply Officer	Receives, tracks, documents, stores, inventories, signs out and delivers disaster supplies and equipment
Phone Bank Operators	Operates phone banks to answer public questions during an emergency
Runners	Delivers messages to Comm-Out locations
Laborers	Completes whatever tasks are required during an emergency event

# Waldo County Emergency Management Agency

## Application to Join and Participate in Emergency Management Forces & Activities

### Personal Information

First and Last Name	
Home Street Address	
Home Phone Number	
Cell Phone Number	
Pager Number	
E-Mail Address 1:	
E-Mail Address 2:	
Full Time Occupation	
Date of Birth	
Social Security No.	

### Questions

	Yes	No
Do you have a valid Maine Driver's License?		
Do you have normal range of hearing?		
Do you have normal/correctable eyesight?		
Do you have high blood pressure?		
Do you have any respiratory problems?		
Any medical conditions we should know about?		
Any special working environment requirements we should prepare for?		

### Emergency Contact Information

First and Last Name		Relationship	
Home Street Address			
Phone Number (Day)			
Phone Number (Night)			

### Time Available for Volunteering

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Afternoon		Evening		Late Night	
Will your employer allow you to respond during work hours?						

**Check which Volunteer Jobs you would consider performing (check all that apply)**

IMAT	Mitigation	Feeding
ARES/RACES Team	Special Needs Sheltering	Supplies
Search & Rescue Team	ARC Evacuation Sheltering	Phone Bank
Public Information	Pet Sheltering	Runner
Emergency Planning	Damage Assessment	Laborer

**Past Experience & Qualifications**

**Special Skills, Vocational and/or Emergency Management Training**

**Applicant's Certification and Agreement**

I voluntarily give the County of Waldo the right to make a thorough investigation of my past education and employment activities, criminal history, records of civil actions in which I was a defendant or respondent, driving history and medical or personal history that is job related. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies and corporations supplying such information.

I understand that if I volunteer with the County of Waldo, there is no contract expressed or implied for continued involvement. I certify that the above information and any attached information are true and accurate to the best of my knowledge. I understand that if I misrepresent or deliberately leave out a fact on any submitted information, my involvement with the County of Waldo may be terminated immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Waldo County Emergency Management Agency**  
**Volunteer Assistant Director**



Supervisor: Waldo County EMA Director

Description: Coordinates Emergency Management activities with all partners. May attend various meetings and represent the County EMA. The Assistant may be assigned special projects by the Director and may complete research, database management and communications. During emergencies, the Assistant may be assigned incident management responsibilities by the Director, or the Admin Assistant in the absence of the Director.

Responsibilities:

1. Assists with the planning, organizing, and carrying out of EM activities, conferring as necessary with the State EMA and with neighboring county and local EMs to assure that its activities are an integral and coordinated part of the over-all County, State, and National programs.
2. During emergencies, assists with the collection and coordination of county resources, damage assessment activities and situational awareness throughout the county.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the federal, state, county, and local Emergency Management Agency programs.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-1 Emergency Manager
3. IS-100 Introduction to Incident Command System
4. IS-200 ICS for Single Resources and Initial Action Incidents
5. IS-230 Principles of Emergency Management
6. IS-700 Intro to National Incident Management System (NIMS)
7. IS-701 Multi-Agency Coordination System (MACS)
8. IS-702 NIMS Public Information Systems
9. IS-800 National Response Plan (NRP), An Introduction

License: None Required.

**Waldo County Emergency Management Agency**  
**Incident Management Assistance Team Member**



Supervisor: Waldo County EMA Director

Description: Assigned Incident Command System (ICS) staff positions in the Command Staff and Planning, Logistics and Finance/Admin Sections. Assists the Incident Commander with the on-scene response and recovery to emergency incidents.

Responsibilities:

1. Assists with the planning, organizing, and execution of Incident Command planning and support activities.
2. Specific responsibilities will be assigned by the Incident Commander for the assigned role given.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-200 ICS for Single Resources and Initial Action Incidents
4. G290 Basic Public Information Officer
5. G300 Intermediate ICS for Expanding Incidents
6. G357 Emergency Response to Terrorist Incidents
7. G400 Advanced ICS Command & General Staff, Complex Incident
8. IS-700 Intro to National Incident Management System (NIMS)
9. IS-701 Multiagency Coordination System (MACS)
10. IS-702 NIMS Public Information Systems
11. IS-800 National Response Plan (NRP), An Introduction
12. Hazardous Materials: First Responder, Awareness Level
13. Incident Safety Officer

License: None Required.

PPE: Rain gear or cold weather gear, as appropriate

**Waldo County Emergency Management Agency**  
**ARES/RACES/EMCOMM Liaison Officer**



Supervisor: Waldo County EMA Director

Description: Assigned to oversee Amateur Radio support at the Waldo County Emergency Operations Center (EOC) Radio Communications Room, the Waldo County EMA Communications Trailer and from mobile units located at an incident scene, local medical facilities, regional emergency shelters or local public safety buildings.

Responsibilities:

1. Provides liaison between the County EMA and the Waldo County Amateur Radio Association.
2. Provides contact information on all WCARA personnel who wish to serve as ARES/RACES Team members.
3. Coordinates shift schedules for manning the Radio Room, Comm Trailer and mobile units during an emergency.
4. Provides training records and FCC licenses for the County EMA volunteer staff training folders.
5. Assists with the planning, organizing, and execution of HAM Radio communications and support activities.
6. Specific responsibilities will be assigned by the County EMA Director for the assigned role given.

Qualifications:

1. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
2. Knowledge and familiarity with the operation of various HAM Radio equipment.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. IS-701 Multi Agency Coordination System (MACS)

License: FCC Amateur Radio License required.

PPE: Rain gear or cold weather gear, as appropriate

**Waldo County Emergency Management Agency**  
**ARES/RACES/EMCOMM Team Member**



Supervisor: Waldo County EMA Director

Description: Assigned to provide Amateur Radio support at the Waldo County Emergency Operations Center (EOC) Radio Communications Room, the Waldo County EMA Communications Trailer and from mobile units located at an incident scene, local medical facilities, regional emergency shelters or local public safety buildings.

Responsibilities:

1. Assists with the planning, organizing, and execution of HAM Radio communications and support activities.
2. Specific responsibilities will be assigned by the County EMA Director for the assigned role given.

Qualifications:

1. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
2. Knowledge and familiarity with the operation of various HAM Radio equipment.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. IS-701 Multi Agency Coordination System (MACS)

License: FCC Amateur Radio License required.

PPE: Rain gear or cold weather gear, as appropriate

**Waldo County Emergency Management Agency**  
**Search & Rescue Team Liaison Officer**



Supervisor: Waldo County EMA Director

Description: Assigned to oversee Search and Rescue activities within Waldo County. Should the SAR team be requested by the Maine Warden Service or another County EMA Director, their service may occur outside of Waldo County and the Team will not be under the oversight of the Waldo County EMA Director.

Responsibilities:

1. Provides liaison between the County EMA and the Waldo County Search and Rescue Team.
2. Provides contact information on all WCSAR personnel.
3. Coordinates personnel assignments of the Team.
4. Provides training records for the County EMA volunteer staff training folders.
5. Assists with the planning, organizing, and execution of SAR operations and support activities.

Qualifications:

1. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
2. Knowledge and familiarity with Search and Rescue operations and management.
3. Capability to read and understand state and federal laws.
4. Capability to read topographical maps and use compasses.
5. Capability to operate GPS receivers and radios.
6. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)

License: Maine Association of Search and Rescue Certification required.

PPE: Rain gear or cold weather gear, as appropriate

**Waldo County Emergency Management Agency**  
**Public Information Officer**



Supervisor: Waldo County EMA Director

Description: Coordinates Emergency Management public information activities with all media partners and public information mediums. Public Information Officers will represent the County through press conferences established during a disaster or emergency event. During emergencies, Public Information Officers, not apart of the IMAT, will work from the County Emergency Operations Center.

Responsibilities:

1. Assists with the management of Public Information activities.
2. Assess emergency public information and media situation.
3. Publish press releases with County EMA Director's approval.
4. Develop material for use in media briefings & press conferences.
5. Establish a Joint Information Center (JIC).
6. Establish liaison with MEMA JIC for uniformity of news releases.
7. Arrange for tours and interviews/briefings that may be required.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with print and broadcast media.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. IS-701 Multiagency Coordination System (MACS)
5. IS-702 NIMS Public Information Systems
6. G290 Basic Public Information Officer
7. E388 Advanced Public Information Officer

License: None Required.

**Waldo County Emergency Management Agency**  
**Emergency Planners**



Supervisor: Waldo County EMA Director

Description: Coordinates Emergency Management planning documents with municipalities, public schools, medical facilities and area businesses. Assists these entities with the completion of their own disaster plans. During emergencies, Emergency Planners may work in the County Emergency Operations Center in the development of Incident Action Plans and in research.

Responsibilities:

1. Assists municipalities with the development of Emergency Operations Plans (EOP) and Continuity of Government (COG) plans.
2. Assists public schools with the development of School Crisis Plans.
3. Assists medical facilities with the development of Hospital Emergency Plans.
4. Assists area businesses with the development of Continuity of Business (COB) plans.
5. Assists the County EMA Director with updates to the County EOP, County Hazard Mitigation Plan and Continuity of Government (COG) plans.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the disaster planning process.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-15.A Special Events Contingency Planning for Public Safety
3. IS-100 Introduction to Incident Command System
4. IS-200 ICS for Single Resources and Initial Action Incidents
5. IS-230 Principles of Emergency Management
6. IS-235 Emergency Planning
7. IS-362 Multi-Hazard Emergency Planning for Schools
8. IS-393 Introduction to Hazard Mitigation
9. IS-546 Continuity of Operations (COOP) Awareness Course
10. IS-547 Introduction to Continuity of Operations (COOP)
11. IS-700 Intro to National Incident Management System (NIMS)
12. IS-800 National Response Plan (NRP), An Introduction

License: None Required.

**Waldo County Emergency Management Agency**  
**Mitigation Officer**



Supervisor: Waldo County EMA Director

Description: Manages the Pre-Disaster Mitigation (PDM) grant and Hazard Mitigation Grant Program (HMGP). Coordinates with the State Mitigation Officer and with municipal officials on mitigation grants and plans. Assists municipalities and the public with the National Flood Insurance Program (NFIP).

Responsibilities:

1. Assists communities with the completion of Pre-Disaster Mitigation Grant application packages.
2. Assists communities with the completion of Hazard Mitigation Grant Program application packages.
3. Assists communities with the completion of Cost-Benefit Analysis's.
4. Assists communities with the completion of FEMA E-Grants.
5. Assists the County EMA Director with updating the County Hazard Mitigation Plan.
6. Coordinates with communities to update the status of municipal mitigation measures.
7. Works with the State Floodplain Management Office.
8. Works with those communities not in the NFIP, to assist them to participate in the NFIP.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of Hazard Mitigation.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-393 Introduction to Hazard Mitigation
3. IS-700 Intro to National Incident Management System (NIMS)
4. FEMA E-Grants
5. Cost-Benefit Analysis
6. Mitigation 101

License: None Required.

## **Waldo County Emergency Management Agency** **Geospatial Information System (GIS) Technicians**



Supervisor: Waldo County EMA Director

Description: Collects and analyzes geospatial data for the development of GIS databases and digital maps. Assesses hazard risks, identifies critical infrastructure, and develops geographical products. During emergencies, GIS Technicians may work in the County Emergency Operations Center to provide digital maps detailing the disaster events situational awareness.

Responsibilities:

1. Develops GIS geographic databases and performs GIS analysis.
2. Develops and maintains links between various databases.
3. Operates computers and plotters to update maps.
4. Maintains proper storage of computer data.
5. Prepares, edits, and plots municipal/county Base Maps.
6. Illustrates the overlap of hazard areas and critical infrastructure.
7. Models hazards, to include, wildfires, floods, storm surge and hazmat releases.
8. May conduct field verification of critical infrastructure locations to ensure the accuracy of the GIS data; work may involve the use of GPS hand-held receivers.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with ESRI GIS software.
3. Capability to operate computers, plotters and GPS receivers.
4. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. Completion of at least one semester of a GIS college course.
3. E170 - Advanced HAZUS Multi-Hazards for Hurricanes
4. E172 - Advanced HAZUS Multi-Hazards for Flood
5. E179 - Application of HAZUS-MH for Disaster Operations
6. E190 - Intro to ArcGIS for HAZUS Mitigation Users
7. E296 - HAZUS Multi-Hazard/DMA 2000 Risk Assessment
8. E313 - Basic HAZUS Multi-Hazards

License: None Required.

**Waldo County Emergency Management Agency**  
**Pet Shelter Team Member**



Supervisor: Waldo County EMA Director

Description: Coordinate the development of pet evacuation shelters and Pet Shelter Team(s). During emergencies, Pet Shelter Team members may work with small domestic animals at an established Pet Evacuation Shelter located in Waldo County. Team members will support the protection of animals affected by an emergency to include sheltering, control, and feeding.

Responsibilities:

1. Identify possible locations within the county for pet evacuation shelters.
2. Work with facility owners to set up pet evacuation shelters.
3. Maintain a list of sources of equipment, supplies, food & water.
4. Maintain a list of local transportation resources.
5. Be responsible for keeping detailed records on each animal.
6. Educate the public on pet emergency preparedness.
7. Develop a system to track sheltered pets.

Qualifications:

1. Knowledge and familiarity with working with small animals.
2. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-10 Animals in Disaster, Awareness and Preparedness
3. IS-11 Animals in Disaster, Community Planning
4. IS-100 Introduction to Incident Command System
5. IS-700 Intro to National Incident Management System (NIMS)
6. Pet First Aid
7. Pet Sheltering

License: None Required.

**Waldo County Emergency Management Agency**  
**Evacuation Shelter Coordinator**



Supervisor: Waldo County EMA Director

Description: Manages the County Evacuation Shelter program to include locating and securing appropriate shelter facilities, recruiting shelter staff, scheduling staff training and managing shelter materials. Works for the County Mass Care Coordinator during disaster events requiring shelters.

Responsibilities:

1. Coordinates with the American Red Cross Disaster Services representatives on shelter locations, staff training and shelter assessments and agreements.
2. Coordinates with facility managers on use of facility as a shelters.
3. Develops a list of materials needed to stock the shelters.
4. Acquires, inventories, stores and issues all shelter materials.
5. Recruits, organizes and schedules training for Evacuation Shelter staff members.
6. Updates the shelter status information.
7. Assists the County EMA Director with updating the County Emergency Operations Plan's Annex F Mass Care.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with working with people in need.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-700 Intro to National Incident Management System (NIMS)
3. ARC Introduction to Disaster Services
4. ARC Mass Care Overview
5. ARC Shelter Operations
6. ARC Shelter Operations Simulation

License: None Required.

**Waldo County Emergency Management Agency**  
**Evacuation Shelter Staff**



Supervisor: ARC Shelter Manager

Description: Assists the American Red Cross-certified and assigned shelter manager with the set up and operation of local Evacuation Shelters.

Responsibilities:

1. Assigned to a specific Waldo County municipal evacuation shelter to assist with set up and operation of that shelter.
2. Coordinates with facility managers on use of facility as a shelter.
3. Develops a list of materials needed to stock the shelters.
4. Acquires, inventories, stores and issues all shelter materials.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with working with people in need.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-700 Intro to National Incident Management System (NIMS)
3. ARC Introduction to Disaster Services
4. ARC Mass Care Overview
5. ARC Shelter Operations
6. ARC Shelter Operations Simulation

License: None Required.

**Waldo County Emergency Management Agency**  
**Special Needs/Congregate Care Shelter Coordinator**



Supervisor: Waldo County EMA Director

Description: Manages the County Special Needs/Congregate Care Shelter Program to including locating and securing appropriate Special Needs/Congregate Care shelter facilities, recruiting shelter staff, scheduling staff training and managing shelter materials. Works for the County Mass Care Coordinator during disaster events requiring shelters.

Responsibilities:

1. Coordinates with the American Red Cross Disaster Services representatives, local Nursing Homes and the Waldo County General Hospital on shelter locations and agreements.
2. Coordinates with facility managers on use of facilities as shelters.
3. Develops a list of materials needed to stock the shelters.
4. Acquires, inventories, stores and issues all shelter materials.
5. Recruits, organizes and schedules training for Special Needs/Congregate Care Shelter staff members.
6. Updates the Shelter status information.
7. Plans for appropriate transportation to relocate Nursing Homes to Special Needs shelters.
8. Plans for appropriate medical staffing for Congregate Care facilities.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with working with people in need.
3. Capability to read and understand state and federal laws.
4. Capability to operate computers.
5. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-700 Intro to National Incident Management System (NIMS)
3. ARC Introduction to Disaster Services
4. ARC Mass Care Overview
5. ARC Shelter Operations

License: None Required.

**Waldo County Emergency Management Agency**  
**Damage Assessment & Reconnaissance Team**  
**Member**



Supervisor: Waldo County EMA Director

Description: Assists the County and municipal emergency managers with the completion of public and private damage assessment following a disaster event.

Responsibilities:

1. Assists with the planning, organizing, and execution of damage assessment and reconnaissance activities.
2. Estimates and documents damages caused by a disaster event.
3. Travels throughout disaster areas and reports situation.
4. Coordinates with local authorities for entry into disaster areas.
5. Assists FEMA and local authorities with the completion of Preliminary Damage Assessments (PDAs).
6. Provides Public Assistance and Individual Assistance information to those impacted by the disaster.
7. Specific responsibilities will be assigned by the Incident Commander for the assigned role given.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
3. Capability to read and understand state and federal laws.
4. Capability to operate computers, wireless phones and radios.
5. Work effectively with volunteer and public safety organizations.
6. Experience in construction and building cost estimating.
7. Experience with construction plans and maps.

Training:

1. Completion of high school or equivalent.
2. Engineering college degree highly encouraged.
3. IS-100 Introduction to Incident Command System
4. IS-700 Intro to National Incident Management System (NIMS)
5. Hazardous Materials: First Responder, Awareness Level
6. Computer Aided Drafting and GIS Mapping highly encouraged.
7. American Red Cross Damage Assessment.

License: None Required. Professional Engineer License desired.

PPE: Rain gear or cold weather gear, as appropriate  
Hard Hat, Gloves, Safety Glasses and Reflective Vest

**Waldo County Emergency Management Agency**  
**Feeding Specialist**



Supervisor: Waldo County EMA Director

Description: Provides food and refreshments to emergency management and public safety personnel during an emergency or disaster event. May work from a permanent facility, a mobile feeding unit, or from a passenger vehicle.

Responsibilities:

1. Assists with the planning, organizing, and execution of emergency feeding.
2. Estimates quantities of food and water needed for situation.
3. Prepares meals for the County Emergency Operations Center.
4. Prepares meals for first responders on an incident scene.
4. Coordinates with local authorities for entry into emergency areas.
5. Acquires and maintains feeding equipment and supplies.

Qualifications:

1. Knowledge and familiarity with feeding large groups of people.
2. Ability to provide food and refreshments in austere conditions.
3. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
4. Work effectively with volunteer and public safety organizations.

Training:

1. IS-100 Introduction to Incident Command System
2. IS-700 Intro to National Incident Management System (NIMS)
3. Education in Culinary Arts preferred.

License: None Required.

PPE: Rain gear or cold weather gear, as appropriate.

**Waldo County Emergency Management Agency**  
**Supply Officer**



Supervisor: Waldo County EMA Director

Description: Responsible for the management of equipment, supplies and materials utilized during a disaster event. May be assigned to an Incident Command System (ICS) staff positions in the Logistics Section or to the County Emergency Operations Center.

Responsibilities:

1. Receives and signs for property, equipment, supplies and materials provided by Federal and State agencies and private or commercial vendors.
2. Warehouses and inventories property, equipment, supplies and materials.
3. Tracks the status of all property, equipment, supplies and materials.
4. Issues and receives receipt for all property, equipment, supplies and materials.
5. Reacquires all property, equipment, supplies and materials issued once it is no longer needed.
6. Coordinates with the equipment and property owners for return.

Qualifications:

1. Knowledge and familiarity with the structure, functions, and interrelationships of federal, state, county, and local governments.
2. Knowledge and familiarity with the principles of the National Incident Management System (NIMS).
3. Capability to read and understand state and federal laws.
4. Capability to operate computers and radios.
5. Experience in warehousing, supply and logistics management.
6. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-100 Introduction to Incident Command System
3. IS-700 Intro to National Incident Management System (NIMS)
4. IS-703 NIMS Resource Management

License: None Required.

PPE: Rain gear or cold weather gear, as appropriate

**Waldo County Emergency Management Agency**  
**Phone Bank Operator**



Supervisor: Waldo County EMA Director

Description: Takes telephone calls from the general public and provides information to assist the public during an emergency of disaster event.

Responsibilities:

1. Receives phone calls from the general public, transferred from the County Communication Center or County EMA.
2. Answers public inquiries for information from materials provided by the County EMA office.
3. Keeps a detailed log of messages, including time call taken, name and contact information of caller and what was discussed.
4. Does not provide advice or direction to caller.
5. Act professionally.

Qualifications:

1. Knowledge and familiarity with the use of multi-line telephone systems.
2. Literacy required.
3. Ability to deal with public without losing temper or acting unprofessional.
4. Ability to speak clearly and concisely.
5. Ability to respond quickly to inquiries.
6. Work effectively with volunteer and public safety organizations.

Training:

1. Completion of high school or equivalent.
2. IS-700 Intro to National Incident Management System (NIMS)
3. Use of the multi-line telephone system available to the Phone Bank.

License: None Required.

PPE: None Required.

**Waldo County Emergency Management Agency**  
**Runner**



Supervisor: Waldo County EMA Director

Description: Delivers and picks up small items as needed.

Responsibilities:

1. Operate motor vehicle to make delivers and pick ups.
2. Keeps a detailed log of activities and tracks mileage.
3. Delivers small items to assigned locations.
4. Picks up small items from assigned locations.
3. Acts professionally.

Qualifications:

1. Must have functional vehicle.
2. Work effectively with volunteer and public safety organizations.
3. Capability to use wireless phones and radios.

Training: IS-700 Intro to National Incident Management System (NIMS)

License: Active Driver's License Required.

PPE: Rain gear or cold weather gear, as appropriate.

**Waldo County Emergency Management Agency**  
**Laborer**



Supervisor: Waldo County EMA Director

Description: Completes miscellaneous non-technical or non-skilled services.

Responsibilities: Completes miscellaneous non-technical or non-skilled duties as needed by the County EMA Director.

Qualifications:

1. Work effectively with volunteer and public safety organizations.
2. Capability to use wireless phones and radios.
3. Possess a "Can-Do" attitude.

Training: IS-700 Intro to National Incident Management System (NIMS)

License: None Required.

PPE: Rain gear or cold weather gear, as appropriate.

